

# Managing Family Data

## How To Renew Family Group Members

**Note:** You will need a Members Portal account, have already created a Family Group and have added members to the Family Group.

To renew all or some of your family members;

Login to the Members Portal and go to Lifesaving Online > My Family and select the **Renew Memberships**

Family Group Details						
Family Group Name	Number of Members	Organisation	Primary Contact	Status	Action	
test4	4	TEST NSW Club	Gary Daly, Rebecca Cocks	Approved	<a href="#">View</a>	<a href="#">Renew Memberships</a> <a href="#">Make Payment</a>
Cocks Family	3	Clovelly SLSC	Damien Cocks, Rebecca Cocks	Approved	<a href="#">View</a>	<a href="#">Renew Memberships</a> <a href="#">Make Payment</a>

The screen below will display.

The Primary member will be able to select the members they want to renew. Once members are selected for renewal, tick to accept the SLSA Membership Declaration box and click **Submit**.

### NOTE:

- Check box will not appear against members who are already registered for the selected season or they have already applied for the selected registration season.

Family Group Membership Renewal							
Family Group Name: Cocks Family							
Family Group Organisation: Clovelly SLSC							
Season: 2015/2016							
Family Group Details							
	Member ID	First Name	Last Name	DOB	Membership Status	Membership Category	Season
<input type="checkbox"/>	3531133	Molly	Cocks		Active	Active (18yrs and over)	2014
<input type="checkbox"/>	4235719	Patrick	Cocks		Active	Active (15-18 yrs)	2014
<input type="checkbox"/>	4625252	Rebecca	Cocks		Active	Active (18yrs and over)	2014
<input type="checkbox"/>	4564123	Damien	Cocks		Active	Active (18yrs and over)	2014

Once submitted you will be given the option to **Pay Online**

**Success**

Membership renewal for Cocks Family group request has been successfully raised for [Click here is you wish to pay online](#). This link will take you to a payment website operated by a third party on behalf of SLSA. To view your pending requests [click here](#)

**NOTE:** you can pay for the whole family in one payment. The payment will be recorded against the primary member who was logged in, in the Members portal. The club will then accept the membership renewal requests upon payment to update each member file ensuring they registered and financial for the current season.